Job Offer/Hire Request for Student Temporary Staff

**What type of student temporary hire is being requested?**

Student Temporary Hire - Individual is a current student at the Ann Arbor campus.

Non-Student Temporary Hire - Individual is not a current student at the Ann Arbor campus.

High School Student – Work permit is required prior to working. SSC-HR will administer.

\*Requestor Uniqname Phone

\*Student Name UMID 

 Email

## \*Type: Student Non-Student High School Student

\*Job Type: Non Work-Study Work-Study Work-Study # Unknown 

\*Start Date / / \*Anticipated End Date / / Estimated # Hours Per Week

\*Mode of Work (Percentage): % Remote % Onsite

\*Appointment Department ID: 215000 \*\*Civil and Environmental Engineering

\*Supervisor: Patricia Brainard (42542961) \*\*List as supervisor for all temporary employ appointments

\*Job Title \*Job Code \*Hourly Rate $

*\*\*Page 2 provides a description for applicable job titles and job codes*

# \*Shortcodes for Distribution (must add up to 100% distribution)

## Shortcode 1: Percent Effort for Shortcode 1:

Shortcode 2: Percent Effort for Shortcode 2:

Shortcode 3: Percent Effort for Shortcode 3:

Comments

# Job Titles Job Code Work-Study # Wage Schedules

## Assistant in Research: U-grad 028000 17733 $15.00 - $26.00

*Assistant in the preparation of reports; perform simple calculations or measurements; code and/or record data; assist with experimental procedures.*

## Research Assistant I: Master 028100 N/A $15.00 - $28.00

*Perform routine research tasks, including library research; participate in group observation activities; administer questionnaires and conduct interviews; take part in experiments; collect, analyze, code, and tabulate data; set up and operate laboratory programming operations.*

## Research Assistant II: Master 028200 17734 $15.00 - $29.00

*Execute designated experiments; participate in the design and development of data analysis procedures; perform mathematical computations and computer set-up tasks; design questionnaires and edit manuscripts; assist in judging the validity of test data; prepare reports or data presentations.*

## Research Associate I: PhD Level 016100 N/A $15.00 - $31.00

*Participate in design of research projects; coordinate the processing and analysis of data; perform complex statistical computations; organize data for the preparation of proposals for new funding; develop experimental procedures and test controls.*

## Research Associate II: PhD Level 016300 N/A $15.00 - $35.50

*Design major research or technical projects; assist in the development of research proposals; plan and develop experimental procedures and test controls; design research experiments; select equipment and staff; coordinate the conduct of experimental test procedures; perform responsible administrative work, including the supervision of staff.*

## Laboratory Assistant 037200 20236 $15.00 - $22.50

*Assist in testing and analysis of materials in a clinical or research laboratory; perform routine lab procedures; take blood samples, administer injections to animals; stain cells; maintain test and control specimens; operate lab equipment and record test data.*

## Professional Misc. Temp: 010000 N/A Read Description

\*Cannot appoint to a sponsored PG unless the budget includes administrative salaries

*This job title is for appointments that require a high salary range that does not equate the same as one of the other job titles and wage schedules within this document. There is no wage schedule included. You may want to inquire with the department on the average salary range for the type of work the individual will be providing for this position.*

## Instructional Aide: U-grad 011600 20347 $15.00 - $31.00

\*Please include course number and term with request

*Teach or assist in teaching courses and the preparation of instructional materials; give laboratory or clinical demonstrations; prepare, administer, and grade examinations; lecture and lead laboratory and recitation sections.*

## Grader: graduate 012200 17737 $15.00 - $29.00

\*Please include course number and term with request

*Score objective examinations and papers at the graduate level; compute and record examination scores; counsel students concerning examinations, papers, and coursework; do research in course development.*